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TO: ADOT Project Managers/Monitors, Resident Engineers
And Consultant Engineering Firms

FROM: Engineering Consultants Section

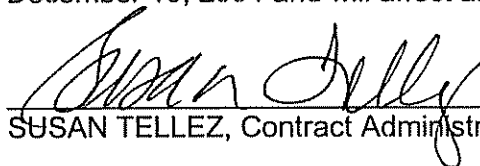
SUBJECT: MILEAGE AND STANDARD LODGING RATES

Please be advised that the ADOT Travel Policy regarding mileage and standard lodging rates have been amended as follows:

Mileage reimbursements for motor vehicles were increased from 34.5 cents per mile to 37.5 cents per mile.

In addition, the standard lodging rate was increased from \$55 to \$60 per day. Lodging reimbursement for travel to specific communities decreased in some areas and increased in others.

These rates are effective immediately and apply to all travel and lodging that occurred beginning December 16, 2004 and will affect all future modifications and new contracts.



SUSAN TELLEZ, Contract Administrator